



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

22 JUN 1998

MEMORANDUM FOR INDUSTRY

FROM: OO-ALC / PK
6038 Aspen Ave
Hill AFB UT 84056-5805

SUBJECT: Electronic Commerce Procedures

1. Effective immediately, OO-ALC/PK has implemented a new electronic commerce initiative that posts solicitations expected to exceed \$100,000 on the World Wide Web (WWW). This threshold will change to include all solicitations over \$25,000 on 18 Aug 98. As soon as this process has been sufficiently tested, OO-ALC/PK will cease to mail out paper copies of solicitations. Notification of this cutoff date will be given at a later date.
2. Our goal is to maximize electronic communications with industry, which will reduce cost and lead times to both industry and the government. The solicitations will be posted to the OO-ALC/PK web page at <http://contracting.hill.af.mil/ktrhomepage.htm>. We encourage you to visit our web page to familiarize yourselves with this new process. From this page you can view our solicitations by entering Contracting Opportunities, view the Commerce Business Daily, register with the Central Contractor Registration database, research Federal Regulations or find information on how to register for our bidders list.
3. In implementing this new procedure, the following information applies:
 - a. Until full electronic procedures can be implemented, we will be issuing hard copy solicitations as well as posting them to our web site.
 - b. The Commerce Business Daily (CBD) notice will offer a link to our web page so the solicitation will be immediately available for viewing.
 - c. Technical data for the solicitations will be available from the web. The viewing software required to view these drawings will also be available from our web site.
 - d. Initially, contractor responses to our electronic solicitations may be via e-mail, fax, or ground carrier. If you elect to use e-mail, you are advised this is not a secure line of communication. Our goal is to eventually have all responses returned to us through electronic means. Notification will be issued when electronic responses become a mandatory requirement.
 - e. A signed paper copy of the award will be issued until electronic signature procedures are implemented. The award notice will also be posted to the OO-ALC/PK web server.

4. The minimum recommended hardware and software computer requirements to access our web site information are as follows:

a. Personal Computer:

(1) 486/66 MHZ based system or higher

(2) 8 MB RAM

b. Modem: 14.4 BPS rate or higher

c. Internet Capability: Browser Software (Netscape or Microsoft Internet Explorer).

d. If you do not have this equipment or capability, there are many local copy shops that can help you by providing this type of service.

5. Contractors must be registered in the DoD Central Contractor Registration (CCR) Database in order to do business with the Federal Government. Information on registration and annual confirmation requirements may be obtained by calling 1-888-227-2423 or visiting the Internet at <http://ccr.edi.disa.mil/>. A link to this site is also on our web site.

6. We are planning on hosting an industry day to further discuss this new procedure. We have tentatively scheduled 5 Aug 98 for this day. Please watch our website for more information on this subject. We invite your feedback and will strive to implement any suggestions you may have. As new procedures are developed we will issue further guidance. We would also like to request that you put your e-mail address on all future correspondence as this will help us in putting together an e-mail list so we may disseminate information in a more efficient manner.

7. I truly believe that a full commitment to electronic commerce, by both government and industry, will result in cost savings and shorter lead times. It is our goal to publish all solicitations, receive responses, and make awards electronically as soon as possible. This is going to be an ongoing process and your support is greatly appreciated. I encourage you to submit questions, comments, or suggestions to my POC, Capt Ron Story. You may reach him by e-mail at storyr@hillwpos.hill.af.mil You may also contact his alternate, Mark Strawn, at strawnm@hillwpos.hill.af.mil.


MORRIS GOODRICH, Director
Contracting Directorate

cc:

OO-ALC/CC

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